

## Employer/Host Login Screen

The screenshot shows a login interface with a blue header. The header contains the Mayor's name and the program title. Below the header, there is a welcome message. The main section is divided into two parts: 'Existing Users Login Here...' and 'Not Registered?...'. The 'Existing Users Login Here...' section contains input fields for 'E-mail Address' and 'Password', a 'Forgot Your Password?' link, and a 'Login To Your Application' button. The 'Not Registered?...' section contains a 'Register to be a Host' button.

ADRIAN M. FENTY, MAYOR  
District of Columbia

Welcome to Mayor Adrian M. Fenty's  
Summer Youth Employment Program for 2009

**Existing Users Login Here...**

\* E-mail Address  \* Password   
[Forgot Your Password?](#)

Login To Your Application

**Not Registered?...**

Register to be a Host

You can login here at anytime, by using the same email address and password you entered when you registered, to edit your account information. You will be able to select participants after you receive a confirmation

If you have not registered to be a Host for SYEP 2009, please select this button. It will take you directly to our Registration page. You must register before you can log into your account and select job preferences.

## Example of Employer/Host Home Screen

Welcome to Mayor Adrian M. Fenty's  
Summer Youth Employment Program for 2009

Log Out

### 1. Host Information (view/edit)

Agency/Company Name: \_HOST TEST 000  
Host Representative: Joseph Walsh

Organizational Type: District Agency  
Host Representative Email: j.w@dc.gov

### 2. Supervisor Information

Add Supervisor

First Name	Last Name	E-mail Address	Primary Phone			
Joseph	Walsh	j.w@dc.gov	(202) 555-1212	Delete	Update	Details
Shawn	Louis	sl@dc.gov	(202) 333-2323	Delete	Update	Details
Jeremy	Sky	jeremy.sky@youth.com	(202) 999-3333	Delete	Update	Details

### 3. Worksite Information

Add Worksite

Worksite Description	Address Line (1)	Main Phone			
General Host Place	609 H STREET NE		Delete	Update	Details
Newton Square	408 E STREET SE		Delete	Update	Details
Another Test Site	609 H STREET NE	(202) 555-1212	Delete	Update	Details

### 4. Job Posting

Add Job Posting

Download Hires Roster

Job Title	Worksite Address	Hourly Rate	Total Slots	Slots Assigned				
Administrative Assistant 1.0	408 E STREET SE	6.5500	3	3	Delete	Update	Details	Hire
Supervisory Pos #2	609 H STREET NE	26.0000	22	5	Delete	Update	Details	Hire
New job for test host	609 H STREET NE	6.5500	10	0	Delete	Update	Details	Hire
Test Job for Cynthia	609 H STREET NE	6.5500	1	0	Delete	Update	Details	Hire

### 5. Match Worksites and Supervisors

\* Supervisor: -- \* Worksite: --

Create a Match

Last Name	First Name	Email Address	Worksite Assigned	Worksite Address	
Walsh	Joseph	j.w@dc.gov	General Host Place	609 H STREET NE	Delete
Walsh	Joseph	j.w@dc.gov	Newton Square	408 E STREET SE	Delete
Walsh	Joseph	j.w@dc.gov	Another Test Site	609 H STREET NE	Delete
Louis	Shawn	sl@dc.gov	General Host Place	609 H STREET NE	Delete
Louis	Shawn	sl@dc.gov	Newton Square	408 E STREET SE	Delete
Sky	Jeremy	jeremy.sky@youth.com	General Host Place	609 H STREET NE	Delete

### 6. Download Host Agreement Form (PDF)\*

If you have a pop-up blocker, hold your (CTRL) key while clicking the "download" button.

Download

\* This document is presented in Portable Document Format (PDF). A PDF reader is required for viewing.

You can log out at any point by selecting "**Log Out**" in the top right corner.

The Host Home screen will display a list of the Supervisors, Worksites, and Job Postings added.


- Select the **Add** buttons, to add a new item.
- Select **Delete** to remove an item,
- Select **Update** to modify an item,
- Select **Details** to view information about an item.

### Match Worksite and Supervisors

To match a supervisor to a specific worksite:

- Select a "**Supervisor**" from the drop-down list,
- Select a "**Worksite**" from the drop-down list,
- then select the "**Create a Match**" button,
- The supervisor/worksite combination you create will be displayed in the list below.

## Add New Supervisor Screen

**ADRIAN M. FENTY, MAYOR**  
District of Columbia

\* = Required

**Section 2: Add New Supervisor**

\* First Name

\* Last Name

\* E-mail Address

\* Primary Phone

Secondary Phone

Fax Number

**Assistant Supervisor**

First Name

Last Name

E-mail Address

Primary Phone

Secondary Phone


Fax Number

Add New Supervisor

Cancel

**Please Note:**  
Once you select either **"Add New Supervisor"** or **"Cancel,"** you will return to the Home Screen

## Example of Supervisor Details Screen

**ADRIAN M. FENTY, MAYOR**  
District of Columbia

**Supervisor Details**

\* First Name Joseph

\* Last Name Walsh

\* E-mail Address j.w@dc.gov

\* Primary Phone (202) 555-1212

Secondary Phone

Fax Number

**Assistant Supervisor**

First Name

Last Name

E-mail Address

Primary Phone

Secondary Phone

Fax Number

Return to Home Page

## Add New Worksite Screen

**Please Note:**  
Once you select either **“Add New Worksite”** or **“Cancel,”** you will return to the Home Screen

### Example of Worksite Details Screen

[Return to Home Page](#)

## Add New Job Posting Screen

ADRIAN M. PENTY, MAYOR

District of Columbia

\* = Required

Section 4: Add New Job Posting

\* Job Category

--

▼

\* Job Title

\* Job Description

▲

▼

\* Start Date

End Date

\* Start Time

--

▼

\* End Time

--

▼

\* Worksite

--

▼

Position Information

Reserved Position

☐

\* Total Slots

\* Hourly Rate

6.55

ADA Compliant

☐

Age Requirements

--

▼

Supervisory Position

☐

Work Days

Sunday

☐

Monday

☐

Tuesday

☐

Wednesday

☐

Thursday

☐

Friday

☐

Saturday

☐

Please Note:

Once you select either “Add New Job Posting” or “Cancel,” you will return to the Home Screen

Supplemental Questions

Question (1)

▲

▼

Question (2)

▲

▼

Question (3)


▲

▼

Add New Job Posting

Cancel

## Example of Job Posting Details Screen


**ADRIAN M. FENTY, MAYOR**  
 District of Columbia

### Job Posting Details

**Job Category** Education, Training & Library Sciences  
**Job Title** New job for test host  
**Job Description** new job/unlocked  
**Start Date** 06/01/2009 **End Date**  
**Start Time** 12:30 AM **End Time** 3:30 AM  
**Worksite** Another Test Site

#### Position Information

**Reserved Position** No  
**Total Slots** 10  
**Hourly Rate** 6.5500  
**ADA Compliant** No  
**Age Requirements** --  
**Supervisory Position** No

#### Work Days

**Sunday** No  
**Monday** Yes  
**Tuesday** Yes  
**Wednesday** No  
**Thursday** Yes  
**Friday** No  
**Saturday** No

#### Supplemental Questions

**Question (1)**  
**Question (2)**  
**Question (3)**

Return to Home Page

**\*\*NOTE:** Once a youth has applied for a job—you will not be able to update the job posting

Worksite Description	Address Line (1)	Main Phone			
General Host Place	609 H STREET NE		Delete	Update	Details
Newton Square	408 E STREET SE		Delete	Update	Details
Another Test Site	609 H STREET NE	(202) 555-1212	Delete	Update	Details

### 4. Job Posting

Add Job Posting

Download Hires Roster

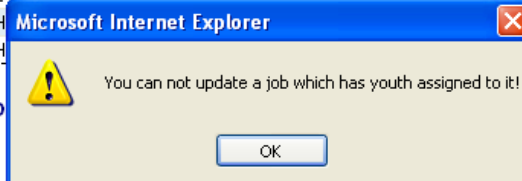
Job Title	Worksite Address	Hourly Rate	Total Slots	Slots Assigned				
Administrative Assistant 1.0	408 E STREET SE	6.5500	2	2	Delete	Update	Details	Hire
Supervisory Pos #2	609 H				Delete	Update	Details	Hire
New job for test host	609 H				Delete	Update	Details	Hire

### 5. Match Worksites and Sup

\* Supervisor --

Create a Match

Last Name	First Name	Email Address	Worksite Assigned	Worksite Address	
Walsh	Joseph	j.w@dc.gov	General Host Place	609 H STREET NE	Delete
Walsh	Joseph	j.w@dc.gov	Another Test Site	609 H STREET NE	Delete
Louis	Shawn	sl@dc.gov	General Host Place	609 H STREET NE	Delete
Louis	Shawn	sl@dc.gov	Newton Square	408 E STREET SE	Delete
Skv	Jeremv	ieremv.skv@youth.com	General Host Place	609 H STREET NE	Delete



## Selecting Applicants

**NOTE:** You will be able to select applicants after you receive a Confirmation Email.

Welcome to Mayor Adrian M. Fenty's  
Summer Youth Employment Program for 2009

Home Page Log out

Total Applicants: 5 Total Slots: 2 Total Hires: 0 Currently Selected: 0  
Title: Test Art Helper Hourly Rate: 6.55 Age Range: 16-21 (6 - 8 Hours/Day)  
Worksite Location: The Main Location

View Applicant(s) View Hire(s)

Search Clear Search Hire Selected

<input type="checkbox"/>	Priority	Applicant	SSN (Last 4)	Age	DC Ward	School	Resume
<input type="checkbox"/>	1	Doe, Jane	4321	18			
<input type="checkbox"/>	1	Brown, Bobbi	3789	19			
<input type="checkbox"/>	2	Doe, John	6789	19			
<input type="checkbox"/>	2	Brown, Tommy	3456	17			
<input type="checkbox"/>			4978	18			

**View Applicants**  
On this tab, you will be able to view the information of all interested Applicants who have applied for this position.

The number of applicants, slots, hires and selections for the specific position are displayed at the top. Also displayed are the Title, Hourly Rate, Age Range, and Worksite Location.

To hire one or more applicants, select the box next to their name, and click on **"Hire Selected."** You can select multiple youth at once.

Click on the Applicant's name to review detailed applicant information.

To automatically select the maximum number of youth for the slots available in this job posting, select the check box in the header.



## Selecting Applicants

Welcome to Mayor Adrian M. Fenty's  
Summer Youth Employment Program for 2009

[Home Page](#) [Log out](#)

Total Applicants: 5      Total Slots: 2      Total Hires: 0      Currently Selected: 0  
Title: Test Art Helper    Hourly Rate: 6.55    Age Range: 16-21 (6 - 8 Hours/Day)  
Worksite Location: The Main Location

[View Applicant\(s\)](#) [View Hire\(s\)](#)

[Search](#) [Clear Search](#) [Hire Selected](#)

<input type="checkbox"/>	Priority	Applicant	SSN (Last 4)	Age	DC Ward	School	Resume
<input type="checkbox"/>	1	Doe, Jane	4321	18			
<input type="checkbox"/>	1	Brown, Bobbi	3789	19			<a href="#">Download</a>
<input type="checkbox"/>	2	Doe, John	6789	19			
<input type="checkbox"/>	2	Brown, Tommy	3456	17			
<input type="checkbox"/>	2	Doe, Cindy	4978	18			

To **“Search”** for an applicant use the search engine. Enter name, last 4 of the SSN, age, ward, etc.

Select a column header to change the display order.

If an applicant has a resume available, you will be able to access it by selecting **“Download”**



## Applicant Detail Information

Welcome to Mayor Adrian M. Fenty's  
Summer Youth Employment Program for 2009

[Go Back](#)[Home Page](#)[Log out](#)

**Personal Information**

First Name Jane	Nick Name katt
Middle Name	Birth Date 2/20/1988 12:00:00 AM
Last Name Doe	Gender Female
Suffix (Jr., Sr., III) n/a	
Social Security No. (SSN) XXX-XX-0413	Contact Email janeyda@gmail.com
Race Black/African American	Language English
School/College vmt home health agency	Education Level 07 - 12th Grade
One Card ID n/a	DCPS Student ID n/a

**Address Information**

Address 504 19TH STREET	
Apt. No. / Suite	City WASHINGTON
State District of Columbia	Zip / Postal Code 20020
Home Phone (240) 555-3215	Mobile Phone (202) 555-1122

**Emergency Contact**

First Name keysha	Last Name Cole
Phone Number	Relationship sister

**Career Choices**

Career Choice (1) Community and Social Services  
Career Choice (2) Office and Administrative Support  
Career Choice (3) Education, Training & Library Sciences

### **Applicant Information**

This page displays all the information that each applicant submitted at the time of registration.

To return to the Applicant/Hire view, select **"Go Back."**

## Employer/Host Messages

Please see below for the explanation behind some of the messages you may receive when selecting your applicants.

1. If the job posting has 20 open slots for the position, and 30 students have applied, **“Select All”** button will select the first 20 applicants in the table---the message below:

Total Applicants: 51    Total Slots: 22    Total Hires: 3    Currently Selected: 19  
Title: Supervisory Pos #2    Hourly Rate: 26.00    Age Range: 18-21 (8 - Hours/Day)  
Worksite Location: General Host Place

[View Applicant\(s\)](#)    [View Hire\(s\)](#)

   [Search](#)    [Clear Search](#)    [Hire Selected](#)

Showing: 1 - 50 of 51    Page 1 of 2    1 2

<input checked="" type="checkbox"/>	Priority	Applicant						<a href="#">Resume</a>
<input checked="" type="checkbox"/>	1	Doe, Jane						
<input checked="" type="checkbox"/>	1	Doe, John						<a href="#">Download</a>
<input checked="" type="checkbox"/>	1	Brown, Tommy						<a href="#">Download</a>
<input checked="" type="checkbox"/>	1	Doe, Cindy						
<input checked="" type="checkbox"/>	1	Brown, Bobbi	0000	18	Ward 7	SEED PCS		
<input checked="" type="checkbox"/>	1	Smith, Alexis	0000	20	Ward 7			
<input checked="" type="checkbox"/>	1	Childress, Maryjane	0000	20	Ward 4	Seton Hall University		<a href="#">Download</a>
<input checked="" type="checkbox"/>	1	Dean, Ralph	0000	18	Ward 6	eastern senoir high school		
<input checked="" type="checkbox"/>	1	Faldo, Waldo	0000	21				<a href="#">Download</a>
<input checked="" type="checkbox"/>	1	Appleton, Larry	0000	19	Ward 4	catholic charities		

2. When you click on the **“Hire Selected”** button at anytime, you will get a warning message:

[View Applicant\(s\)](#)    [View Hire\(s\)](#)

   [Search](#)    [Clear Search](#)    [Hire Selected](#)

Showing: 1 - 50 of 51    Page 1 of 2    1 2

<input checked="" type="checkbox"/>	Priority	Applicant						<a href="#">Resume</a>
<input checked="" type="checkbox"/>	1	Doe, Jane						
<input checked="" type="checkbox"/>	1	Doe, John						<a href="#">Download</a>
<input checked="" type="checkbox"/>	1	Brown, Tommy						<a href="#">Download</a>
<input checked="" type="checkbox"/>	1	Doe, Cindy						
<input checked="" type="checkbox"/>	1	Brown, Bobbi	0000	18	Ward 7	SEED PCS		
<input checked="" type="checkbox"/>	1	Smith, Alexis	0000	20	Ward 7			
<input checked="" type="checkbox"/>	1	Childress, Maryjane	0000	20	Ward 4	Seton Hall University		<a href="#">Download</a>
<input checked="" type="checkbox"/>	1	Dean, Ralph	0000	18	Ward 6	eastern senoir high school		
<input checked="" type="checkbox"/>	1	Faldo, Waldo	0000	21				<a href="#">Download</a>
<input checked="" type="checkbox"/>	1	Appleton, Larry	0000	19	Ward 4	catholic charities		

3. Message after the hiring of an applicant:

**Total Applicants:** 50      **Total Slots:** 22      **Total Hires:** 4      **Currently Selected:** 0  
**Title:** Supervisory Pos #2      **Hourly Rate:** 26.00      **Age Range:** 18-21 (8 - Hours/Day)  
**Worksite Location:** General Host Place

**Selected Applicants were successfully hired.**

[View Applicant\(s\)](#)

[View Hire\(s\)](#)

4. When two (2) hosts try to hire the same candidate within one second of each other, the following message will appear:

[Home Page](#)

[Log out](#)

**Total Applicants:** 0      **Total Slots:** 125      **Total Hires:** 0      **Currently Selected:** 0  
**Title:** Help Desk Support      **Hourly Rate:** 8.55      **Age Range:** 14-15 (4 - Hours/Day)  
**Worksite Location:** CTO's Office

**The following applicants have been hired and are no longer available for selection:**

- Shibly, Mohammed

5. Once you have filled a job position, we lock it for editing and display the following message:

**Total Applicants:** 0      **Total Slots:** 2      **Total Hires:** 2      **Currently Selected:** 0  
**Title:** Help Desk Support      **Hourly Rate:** 8.55      **Age Range:** 14-15 (4 - Hours/Day)  
**Worksite Location:** CTO's Office

**This job posting has been filled. No further edits are allowed.**

[View Hire\(s\)](#)

[Search](#) [Clear Search](#)

Name	SSN (Last 4)	Age	DC Ward	School	Resume
Shibly, Mohammad	4567	14		University of DC	<a href="#">Download</a>
Shibly, Mohammad	4567	15		University of DC	<a href="#">Download</a>

## Messages to Applicants

Please see below for the messages an applicant will receive.

1. **If a job position has been filled:** When the youth logs in to the job selection page and one of their selected jobs has been removed from their list, they will receive a message saying, "At least one job posting you have applied for has been filled. Please update your job choices." They will still be able to search and apply for up to five jobs.

Welcome to Mayor Adrian M. Fenty's  
Summer Youth Employment Program for 2009

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Participant: Mohammad Shibly Print For Your Records Log Out

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**At least one job posting you have applied for has been filled. Please update your job choices.**

[Welcome Back](#)

Please take some time to review all available job postings of interest within the career categories you have selected. You have the option of selecting up to (5) job choices. Each employment position selected will appear in the "My (5) Job Choices" section below.

2. **When a youth is hired:** Once a youth has been selected for a job position, they will be notified with a message of congratulations on their job search page and by email informing them of their selection.

Welcome to Mayor Adrian M. Fenty's  
Summer Youth Employment Program for 2009

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Participant: Mohammad Shibly Print For Your Records Log Out

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Congratulations! You were hired for the Summer Program 2009. Below is your job information:

**Agency/Company** OCTO300  
**Worksite Name** CTO's Office  
**Worksite Location** 441 4th Street  
**Job Title** Education

[Click Here for Job Description and Directions](#)

## View Hires

**ADRIAN M. FENTY, MAYOR**  
District of Columbia

Welcome to Mayor Adrian M. Fenty's  
Summer Youth Employment Program for 2009

Home Page Log out

Total Applicants: 52 Total Slots: 22 Total Hires: 2 Currently Selected: 0  
Title: Supervisory Pos #2 Hourly Rate: 26.00 Age Range: 18-21 (8 - Hours/Day)  
Worksite Location: General Host Place

View Applicant(s) View Hire(s)

Search Clear Search

Name	SSN (Last 4)	Age	DC Ward	School	Resume
Doe, Jane	7707	18	Ward 7	Friendship Collegiate Academy	
Doe, Cindy	4652	20	Ward 7		

### View Hire(s)

On this tab, you will be able to view information for participants you have hired for a worksite.

The number of youth who have applied for the job, total slots, total hires, and current number of selections are displayed at the top. Also shown are the Title, Hourly Rate, Age Range and

To **“Search”** for an applicant use the search engine. Enter name, last 4 of the SSN, age, ward, etc.

Click on the Applicant's name to review detailed applicant information.

If an applicant has a resume available, you will be able to access it by selecting **“Download”** under the Resume column.

**Please Note:** Once you have selected a participant, you cannot remove them from your roster.

## Log Out

### Welcome to Mayor Adrian M. Fenty's Summer Youth Employment Program for 2009

#### Existing Users Login Here...

\* E-mail Address

\* Password   
[Forgot Your Password?](#)

Login To Your Application

#### Not Registered?...

Register to be a Host

#### Log Out

Once you **Log Out**, you will return to the Login Screen.